

**MANITOWOC PARKS AND RECREATION COMMITTEE
CITY HALL-EAST HEARING ROOM
Monday, February 2, 2009, 5:00 pm**

Minutes

Members Present: Chairman Raymond Geigel, Chris Able; Co-Chairman; Justin Nickels; Dave Soeldner

Staff Present: Joe McLafferty; Randy Albright; Denise Larson and Jeremy Crees

Guests: Jim Muenzenmeyer, Cindi and Greg Comstock

1. The meeting was called to order at 5:00pm by Chairman R. Geigel.
2. A motion was made by D. Soeldner, seconded by R. Geigel to approve the minutes of the January 5, 2009 Parks and Recreation Committee minutes as written. The motion carried 4-0 in favor.
3. Requests
 - a. There were no requests pre-approved by the Director in the past month.
 - b. PR2009-02, Request for the use of Cabin #2, Lincoln Park, May 2, 2009 for set-up and use on May 3, 2009 by the Sunrise Optimist Club of Manitowoc Club for a rummage sale. The Club is also requesting the consideration of waiver of part or all of the fees for rental of the facility. After discussion by the Committee, a motion was made by C. Able, seconded by J. Nickels to approve the request and to charge half the amount (\$52.38) for use of the facility. The motion carried 4-0 in favor.
 - c. PR2009-03, Request for the use of Washington Park on August 8 and 9, 2009 by the Kiwanis Club of Greater Manitowoc Antique Car Show. The event is free to the public. The Club has donated several thousands of dollars to youth events and the Manitowoc Parks and Recreation Department in the past. They were charged \$50 per day for rental of the Metro Stage and for additional equipment as requested by the club. Delivery and pickup of the equipment will be during normal working hours. A motion was made by C. Able, seconded by J. Nickels to approve the request and charge the appropriate fees for the event. The motion carried 4-0 in favor.

4. Old Business

- a. Jim Muenzenmeyer informed the Committee that the Aquatic Center bids were on-line. A pre-bid meeting is scheduled at Citizen Park, Monday, February 9, 10:30am. The bids are due back to the City on February 25th during the 4:00pm Board of Public Works and will be opened at that time. The bids will be awarded during the March 2, 2009 Council meeting. The official ground breaking is scheduled to take place on Thursday, March 26, at 4:00pm near the old pool at Citizen Park.
- b. Director J. McLafferty explained that he discussed the Rollaire Skate Contract issue with Greg and Cindy Comstock from the last Park and Recreation meeting. The Comstock's stated that they have been in business for 27 years. They would like to cut the amount of hours to 396 that they would have to pay for with Friday nights and Sunday afternoons that are the only strong days. If an agreement can't be met they may have to close.

5. New Business

- a. Director J. McLafferty presented the 2008 Annual Report to the Parks and Recreation Committee, document 2009-04. He cited several accomplishments from page 9 of the report in 2008 along with contributions for the year. He explained that over \$275,000 will go back into the general fund from page 11. On page 13 facilities was cited and on page 17 public relations activities with clubs and schools were cited. The 2009 goals for the parks division were given to the Committee on page 18. There were over 48,000 visitors at Lincoln Park Zoo in 2008. The goals for the Recreation Division were stated on page 22 while there were 2512 facility reservation in 2008. The goals for the Senior Citizen Division were cited on page 26 and there were over 121,100 participations at the Senior Center in 2008.
- b. Over the past two months, several improvements have been made to the Lincoln Park Zoo Educational building. A committee was formed by the Zoo Society to make advanced educational opportunities for the public. Items that were discussed and implemented were: Re-design of the bearded dragon exhibit; Re-construction of the corner exhibit to put the African Spur Tortoise in the exhibit; several new smaller exhibits with different fish, snakes, reptiles, and frogs; an educational feature on Native American tradition; a new bee keeping exhibit will be introduced by the end of March 2009; several new island exhibits will eventually be added to the upstairs. New duct work and a dedicated temperature control systems are being completed. Sustainable features are being added as educational components.

- c. A new work order system for parks maintenance shop was added in the last month. Samples of the system were cited to the Committee for their information.
 - d. Facility tours take place on a monthly basis at the Manitowoc Senior Center. A new software program to handle these reservations was introduced today for seniors. This is an important step because in the future, Senior Citizens would have the capability of signing up on-line at their convenience thus freeing up the staff at the Center to do more programming.
 - e. The Parks staff has been painting the interior of the Silver Creek Fieldhouse and will begin Lincoln Park in the next few weeks.
 - f. Currently, there is a side letter agreement between the City of Manitowoc and the City of Manitowoc Employees Local 731, AFSCME AFL-CIO for Four (4) Ten (10) hour days beginning the first Monday in May up to and including the first Friday following Labor Day. There are thirteen (13) employees that are affected by this contract. In 2008, we had nine (9) employees who worked two different shifts Mon – Thurs and Tues – Fri. In 2009, I will be requesting that ten (10) employees work 4 days 10hour of the week and three (3) employees will still work a regular Mon-Fri work schedule. We will have approximately 10-13 part-time employees working for parks as well. The labor agreement between these two entities is up at the end of 2009 and at this point, I would like to continue our 4-10 schedules for efficiency, sustainability, and continuity of our summer work force.
 - 4-10 Group: Bernie Staudinger, Paul Burish, Steve Sadowski, Lee Gauthier, Steve Klein, JJ Ploerdl, Butch Drumm, Jim Dufek, Dave Schultz, and Steve Ignera.
 - Regular Hours Group: John Powalisz, Dave Soukup, and Dave Franzen
 - g. During the month of January, D. Larson conducted two meetings for the safety committee consisting of: Denise Larson, Randy Albright, Paul Burish, JJ Ploerdl, and Sue Garceau. The Committee reviewed slope issues and cut lines per manufactures guidelines. This was initiated by our insurance company CVMIC. They reviewed the latest work related accidents (Gauthier and Klein). The Committee came up with training materials from CVMIC which they could present to the Parks staff in the next two months.
6. Next regular meeting, March 2, 2009, at 5:00 pm at City Hall – East Hearing Room.
 7. A motion was made by C. Able, seconded by J. Nickels to adjourn the meeting at 5:53pm. The motion carried 4-0 all in favor.